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24 February 1966

CHANGE IN SPECIAL PANEL MINUTES PROCEDURES

Today I gave [REDACTED], Chairman, DIP Special Panel of the Suggestion Awards Committee, a copy of the write-up, subject as above, dated 17 January 1966.

[redacted] recognized that the new system would streamline the work between the Chairman's Office and the Executive Secretary. He had but one suggestion, namely:

When the Special Panel reviews minutes of previous meetings, he proposed that each member sign the minutes as indication of his understanding and approval of the Panel's action. (This can be done by simply circulating the copy of the minutes, i. e., the original, at the current meeting and save the routing that was previously made among the offices of the Panel Members.)

I told [REDACTED] that we would get the Panel's signatures in the manner he proposed hereafter.

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